



## CHIEF ACCESSIBILITY INSPECTOR

Job Code: 3191

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

### NATURE OF WORK

Highly responsible, administrative, supervisory and technical work in enforcing compliance with applicable national, state, and local laws, codes ordinances, and regulations. Work includes field and office duties and has primary responsibility for enforcement of the accessibility regulations as it relates to development projects.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews construction plans, blueprints, specifications, materials lists, etc. of proposed development projects to determine compliance with applicable regulations including the Florida Accessibility Code (FAC), the South Florida Building Code (SFBC), federal Fair Housing Act (FHA), Americans with Disabilities Act Guidelines (ADAG) and City ordinances and good engineering practices and recommends approval or rejection
- Inspects development projects within the City's jurisdiction at various stages of construction, determines compliance with accessibility regulations, and if required, provides list of corrections and specific solutions for deficiencies observed
- Provides guidance to the owners, architects, and contractors in completing requirements for a determination of waiver eligibility from the State of Florida's Historic Preservation Office
- Provides guidance to the owners, architects, and contractors in completing requirements for determination of waiver eligibility by the Florida Building Codes and Standards
- Reviews plans for sidewalk café permits to determine compliance with accessibility standards and the City of Miami Beach Sidewalk Café Ordinance
- Responds to all accessibility-related complaints filed with the department, investigates, and if appropriate, issues Notices of Violation
- Attends the monthly meetings of the Barrier Free Committee meetings; addresses all issues of concern by the committee members; and prepares and submits monthly progress reports on accessibility violations throughout the City of Miami Beach's jurisdiction to the Barrier Free Committee.
- Prepares all required department correspondences to the U.S. Department of Justice, the Florida Board of Building Codes and Standards on all accessibility-related issues
- Supervises and trains accessibility inspector(s) for uniform enforcement of accessibility regulations and serves as supervising interpreter of the accessibility code, if required
- Provides guidance to the Public Works Department and Property Management in achieving compliance with accessibility regulations for renovation of City facilities and structures
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of building sites
- Thorough knowledge of the Florida Accessibility Code (FAC), Federal Fair Housing (FHA) accessibility regulations, American with Disabilities Act Guidelines (ADAG), and City ordinances
- Thorough knowledge of the various utility systems serving the City of Miami Beach
- Considerable knowledge of planning and zoning requirements and practices
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations

- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to communicate effectively both verbally and in writing
- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately

## MINIMUM REQUIREMENTS

- Bachelor of Science Degree in Civil Engineering, Architecture, Construction Management or equivalent; additional FCA/ADA enforcement experience may substitute for the required education on a year-to-year basis
- **OR** Registered Professional Engineer licensed in State of Florida
- **OR** Registered Architect licensed in State of Florida
- **OR** General Contractor with current Certificate of Competency from the Florida Construction Industry Licensing Board or from the Miami-Dade County Construction Trades Qualifying Board.
- **OR** Five (5) years' experience under any of the licenses listed
- Must obtain Provisional Building Inspector and Plans Examiner certifications from the Florida Board of Code Administrators and Inspectors (BCAI) within ninety (90) days of appointment
- Must obtain Standard Building Inspector and Plans Examiner from BCAI within twelve (12) months of appointment
- Must obtain Certification as Building Inspector and Building Plans Examiner issued by the Miami-Dade County Board of Rules and Appeals (BORA) within ninety (90) days of appointment
- Drivers' License

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to maneuver over construction sites and within buildings

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed on a frequent basis and evaluated through verbal and written reports

## SUPERVISION EXERCISED

- Directs the work of Senior Engineering Inspectors (accessibility)